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Executive Registry

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22 SEP 1973

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Management and Services  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Deputy to the DCI for the  
Intelligence Community  
General Counsel  
Legislative Counsel  
Inspector General  
Director of National Estimates  
Executive Secretary

SUBJECT : Annual Personnel Plan

1. Each operating component of the Agency was directed to submit their Annual Personnel Plans (APP) to their Directorate by 1 September 1973. It is essential that the declarations made by operating components in the APP are monitored so that accomplishments may be noted and the personnel objectives of the Agency may be met. It is also desirable that the contents of the individual plans be consolidated and that the Management Committee be briefed on the totality of the personnel goals contained in individual APP's.

2. The Director of Personnel is charged with the responsibility of working with the Directorates and assisting them in their accomplishment of the stated goals. I am also charging the Director of Personnel with the responsibility of compiling a total Agency Annual Personnel Plan for presentation to the Management Committee. The Directorates, as well as the Executive Secretary on behalf of the Independent Offices, will submit to the Director of Personnel by 1 October a copy of the Annual Personnel Plans for all components.

/s/ W. E. Colby

W. E. Colby  
Director

cc: AO/DCI  
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/s/ John F. Blake

20 SEP 1973

Director of Personnel

D/Pers:JFBlake:bkf

13-3162  
16 JUN 1973  
176-2931/1

MEMORANDUM FOR: Executive Secretary, CIA Management Committee

SUBJECT : Annual Personnel Plan

REFERENCE : Memo for the Record from Exec Secy, CIA Management Committee, dtd 6 June 73,  
Subj: CIA Management Committee Meeting on 1 June 73

1. Action Requested: It is requested that the 15 July 1973 deadline for completion at the Office level of the Annual Personnel Plan for FY 1974 be suspended until 1 September 1973.

2. Basic Data or Background: Major problems are foreseen in completing certain of the tables of the Plan - particularly Table 1 - for the Directorate of Operations components during the present period of substantial reorganization and reductions. The data base provided by the computer listings referenced in the APP format is no longer applicable for re-organized components, covering approximately twenty-three percent of the Directorate's manpower strength. Revised staffing complements reflecting the reorganization and reductions are scheduled to be prepared and submitted to the Office of Personnel by 20 August 1973 and will provide accurate data upon which all elements of the APP may be based.

3. Recommendation: It is recommended that the date specified for completion at the Office level of the APP for FY 74 be suspended from 15 July 1973 to 1 September 1973.

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Associate Deputy Director  
for Operations

APPROVED: 

20 JUN 1973

DISAPPROVED: \_\_\_\_\_

SECRET